

Jobs for Tennessee Graduates
Course
Course Code # 5371
1 Credit_____

School Year _____

Term: ____ **Fall** ____ **Spring**

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: 37	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0 The student will determine interests, abilities, and attributes necessary to pursue a desired career.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Identify occupational interests, aptitudes and abilities.			
1.2	Relate interests, aptitudes and abilities to appropriate occupations.			
1.3	Identify desired life style and relate to selected occupations.			
1.4	Develop a path for a selected occupation.			
1.5	Select an immediate job goal.			
1.6	Describe the conditions and specifications of the job goal.			

Standard 2.0 The student will develop skills necessary to gain employment.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Construct a resume.			
2.2	Conduct a job search.			
2.3	Develop a letter of application.			
2.4	Use the telephone to arrange an interview.			
2.5	Complete application forms.			
2.6	Complete sample employment tests.			
2.7	Complete a job interview.			

Standard 3.0 The student will develop skills and attributes necessary in maintaining employment.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Demonstrate appropriate appearance.			
3.2	Understand what employers expect of employees.			
3.3	Identify problems of new employees.			
3.4	Demonstrate time management.			
3.5	Follow directions.			
3.6	Practice effective human relations.			
3.7	Explain how to appropriately resign from a job.			

Standard 4.0 The student will develop skills in mathematics, as well as, verbal and non- verbal communications.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Comprehend verbal communications.			
4.2	Comprehend written communications.			
4.3	Communicate accurately and error -free in writing.			
4.4	Communicate verbally using correct grammar and pronunciation.			
4.5	Perform mathematical calculations.			

Standard 5.0 The student will demonstrate organizational and professional leadership skills.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Demonstrate team membership.			
5.2	Demonstrate team leadership.			
5.3	Deliver presentations to a group.			
5.4	Compete successfully with peers.			
5.5	Demonstrate commitment to an organization.			

Standard 6.0 The student will understand maturity, values, and goals as they apply to decision making.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Understand types of maturity.			
6.2	Identify a self-value system and how it affects life.			
6.3	Base decisions on values and goals.			
6.4	Identify process of decision-making.			
6.5	Demonstrate ability to assume responsibility for actions and decisions.			
6.6	Demonstrate positive attitude.			
6.7	Develop a healthy self-concept for home, school, and work.			

Additional comments: _____